SimpleID

User Manual

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Introduction

SimpleID in an innovative access control software that supports HID Edge IP readers/controllers and VertX IP controllers and also Suprema's IP fingerprint readers .

SimpleID has been designed with the goal of providing a simple and at the same time highly effective interface to enable users of all level to have a complete control over the system.

SimpleID is made and supported by Midpoint Security located in Kaunas, Lithuania (EU).

For more product information and support, please visit our web site www.midpoint-security.com

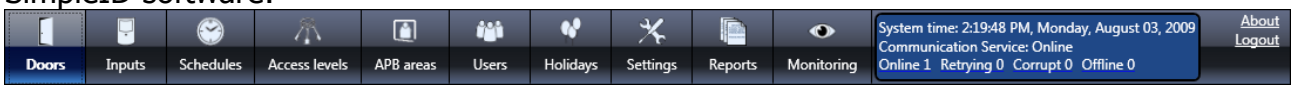
Overview

SimpleID software consists of 2 packages:
1. SID Controller Communication Service
2. SID Graphical User Interface

Note:
Default administrator password is: admin

SID Controller Communication Service communicates with hardware devices such as HID VertX controllers and Edge readers. It sends configuration, cards and commands, and receives events from hardware devices. There are no user adjustable settings in this program. It will start automatically every time your PC boots up. If you wish to verify whether SID Controller Console is functioning, you may do so by viewing Windows Task Manager and checking if SIDController.exe process is running. **SID Controller Console should be installed only on one computer. This computer should be always on.**

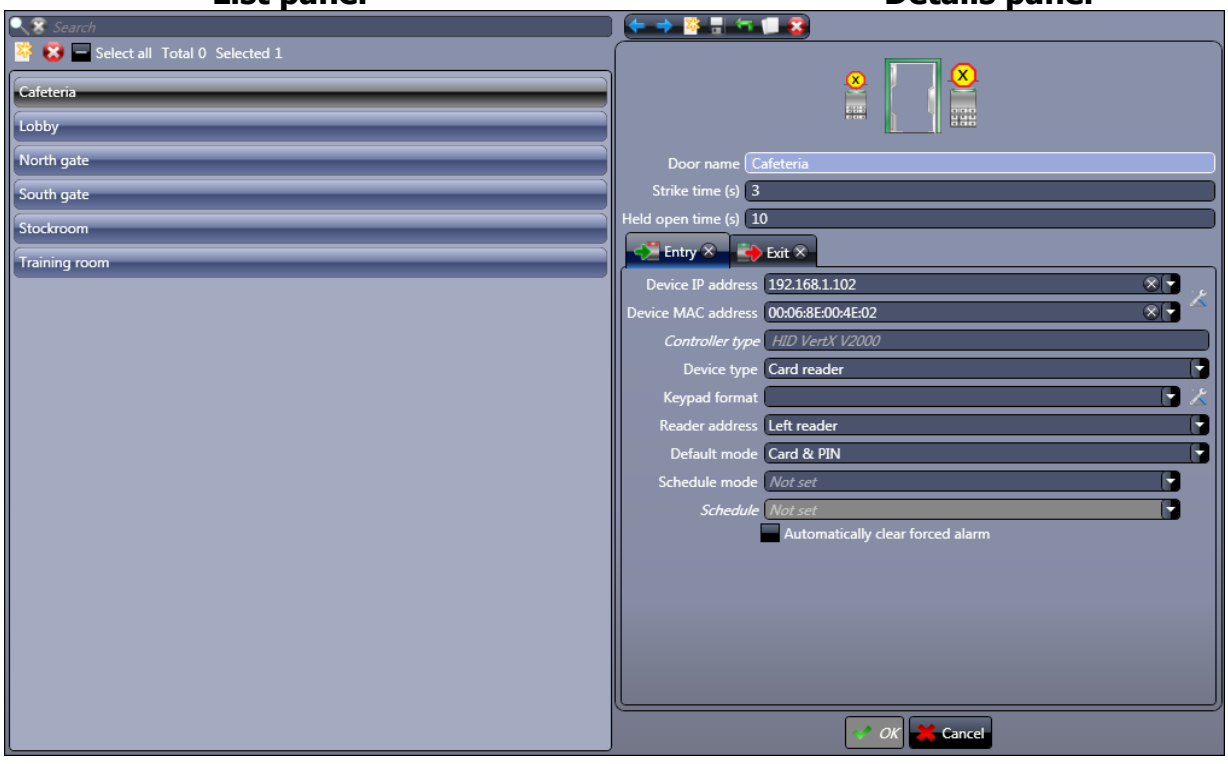
SID GUI is a Graphical User Interface which is used to configure communication settings, users, cards, doors, access groups, time schedules etc. It also has Monitoring feature, which is used for live monitoring of system events. Below is the main menu of the SimpleID software:



The main menu consists of 8 default tabs and an information panel. The tabs switch the inner windows. All inner windows except for Settings window, consist of 2 different panels:

1. **List panel:** displays a list of configuration objects, such as doors, time schedules, users, etc. You can search, select, add new or delete selected items.
2. **Details panel:** displays and allows to modify settings of a selected item.

List panel **Details panel**

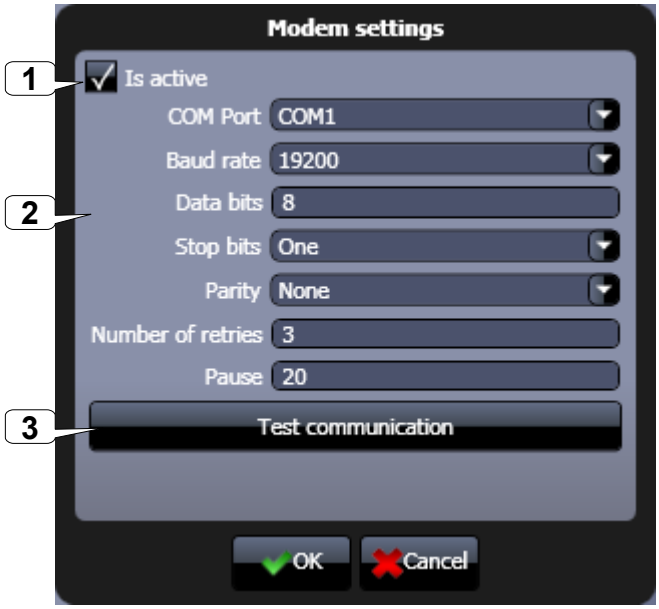


Settings tab

1	There are 2 types of operators in the system: 1. **Administrator:** can access all functions of the software. Default password is "admin". 2. **Operator:** can view settings and maps in monitoring mode, but cannot make any changes. Default password is "Oper". * Note: When you start SID, you can log-in with any of the two passwords. If you log-out while in administrator mode, you are automatically logged-in as an operator. ** Note: If you prefer not to enter password every time when you start the software, you may enter the password as a parameter.
2	**Backup** function is used for making copies of the database. In case of an unexpected problem, such as database corruption or a hard drive failure, you would be able to restore all the data up to the time when the latest backup was made. * Note: If your backup destination is on the same hard disk or on the same PC, the backup copies may be affected by the same failures as the system itself. For example, in case of a hard drive crash you would loose the main database and the backup as well. Therefore it is recommended to store backup copies on a different PC. ** Note: Database maintenance tasks, such as deleting old events and compacting database are performed automatically during the backup procedure.
3	**Language:** SID supports user interface localization. Translation if performed "on the fly", directly in the GUI. Please contact T-Rex technical support for further details.

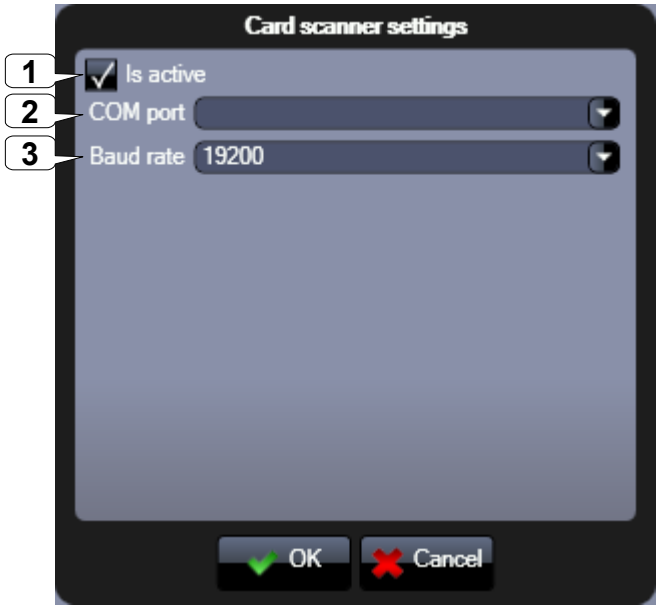
4	**Sounds:** You can define sounds for 2 types of events: unacknowledged and unclosed events. So if an unacknowledged event is received the system will play a sound to notify operators about it. If the event was acknowledged but not closed, the system will play a sound to notify the operators.
5	**Ask for confirmation before closing:** select if you want to see a confirmation dialog when closing the application. **Do not process events older than:** set the age off messages that should be shown on the map. If an event has been downloaded after more time, it will not be shown on the map and will go directly to event list.
6	**Upload data to all controllers**: uploads all configuration data to all controllers.

Modem Settings window



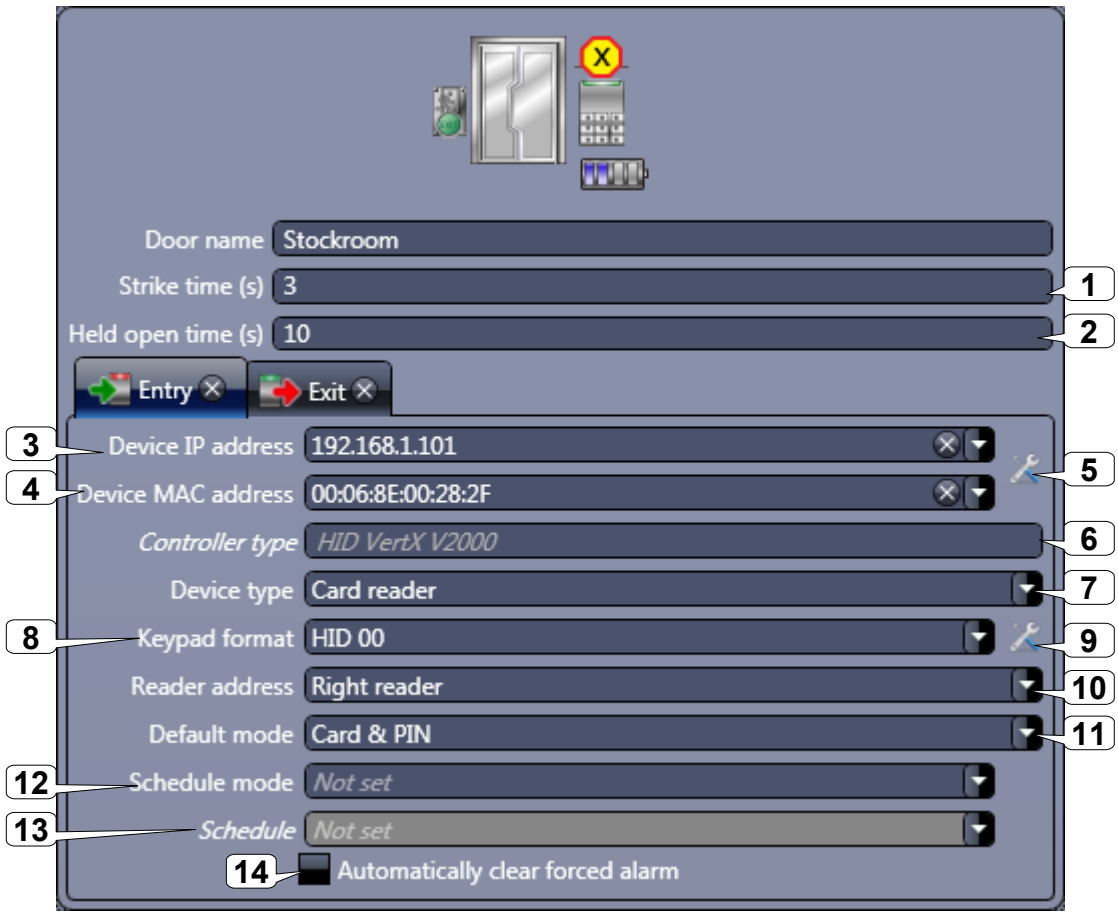
1	**Is active:** Enables the configuration of the modem device.
2	These are the communication parameters of the modem device. Most devices work with the default values, so you need to change these values only if the manufacturer tells to use different values. Also the COM port number usually is higher than 2 if you are using a USB modem. You can check these settings in Windows Device manager.
3	**Test communication:** This button checks if the connection parameters are correct. You will get "Communication failed" message if the parameters are wrong.

Card scanner settings window



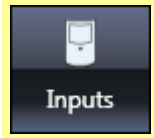
1	**Is active:** Enables the configuration of the card scanner.
2	**COM Port:** The COM port number where the card scanner is connected.
3	**Baud rate:** The speed of the communication (bits per second).

Doors tab

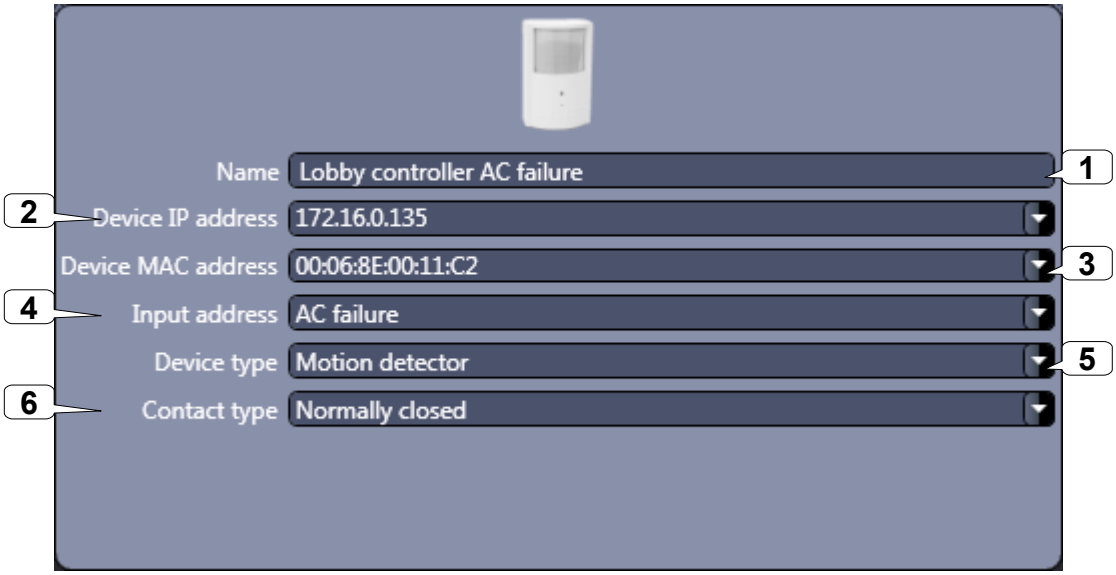


1	**Strike time (s):** indicates for how long the door lock must remain unlocked after the access granted decision.
2	**Held open time (s):** indicates the time given for closing the door. If the door is not closed within this time period, "Held open" alarm shall be generated.
3	**Devices IP address:** indicates IP address of the controller.
4	**Devices MAC address:** indicates the MAC address of the controller.
5	**"Device settings" button:** opens network configuration window for this controller.
6	**Controller type:** indicates the type of the controller selected in the IP/MAC address fields.
7	**Device type:** indicates the type of the reader (card reader, fingerprint reader or exit button).
8	**Keypad format:** indicates which keypad format to use for the controller selected in the IP/MAC address fields. It is only visible for readers with keypads.
9	**Keypad format settings button:** opens a window to configure, add and delete keypad formats. It is only visible for readers with keypads.
10	**Reader address:** indicates which reader to use if the controller has more than 1 reader attached to it (only available for VertX controllers: left reader or right reader).

11	**Default mode:** selects default reader mode (what type of credentials must be presented in order to unlock the door: card only, card or PIN, card & PIN, fingerprint only, card or fingerprint, card and fingerprint, PIN or fingerprint, PIN and fingerprint). Available options depend on which type of a controller is selected in Device IP/MAC address fields.
12	**Schedule mode:** Set this to the mode you want the door readers switch to during the selected schedule.
13	**Schedule:** Select a schedule if you want the door readers to switch their mode during this schedules duration.
14	**Automatically clear forced open alarm:** Check this if you do not want SimpleID to clear the forced open alarm automatically for this door.

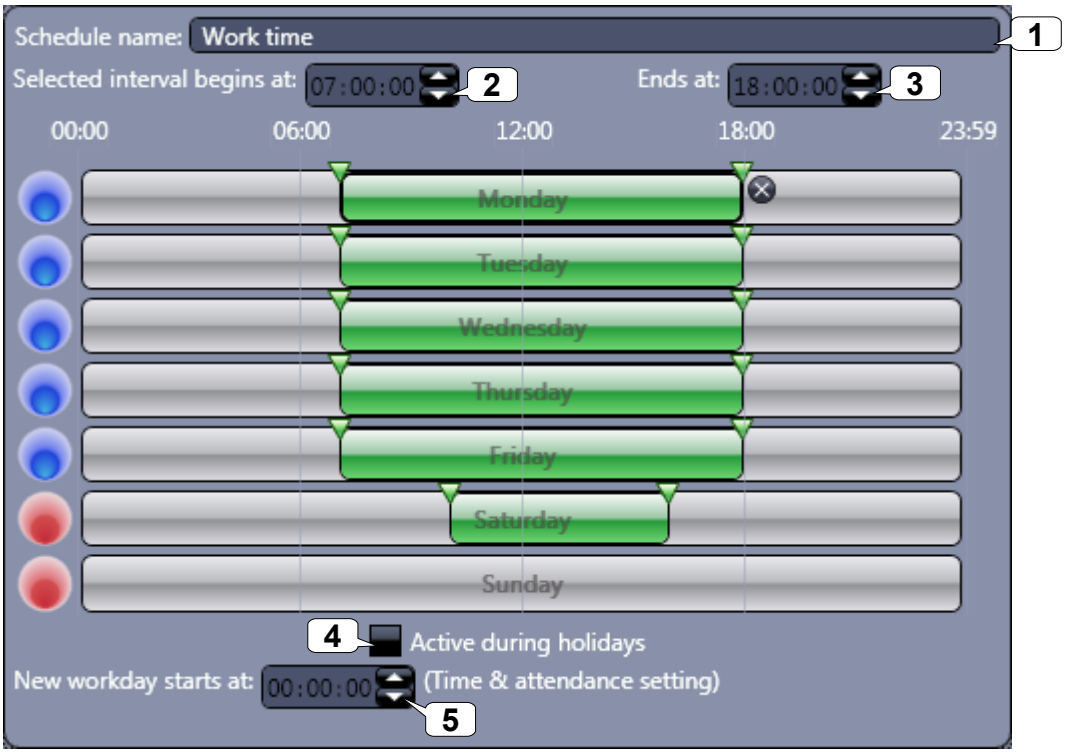


Inputs tab



1	**Name:** indicates the name of this Input device.
2	**Device IP address:** indicates the controllers IP address which has the input device.
3	**Devices MAC address:** indicates the controllers MAC address which has the input device.
4	**Input address:** indicates the alarm input on the selected controller device.
5	**Device type:** indicates the type of the device connected to the input address.
6	**Contact type:** select the contact type used by the alarm input device (Normally open or normally closed).

Schedules tab



1	**Schedule name:** indicates the name of this schedule.
2	**Selected interval begin time:** indicates the start time of the selected interval. You can change this to get precise time.
3	**Selected interval end time:** indicates the end time of the selected interval. You can change this to get precise time.
4	**Active during holidays:** If this check box is enabled, the time schedule will remain active during holidays. Cards/PINs of users that have access levels with this time schedule will be active. If there a reader has a "schedule mode" configured, the mode of the reader will change during the schedule assigned (for example, main entry door will unlock during the business hours even during holidays).
5	**New workday start time:** indicates when the day ends and a new day starts. This option is used for Time & attendance calculations.

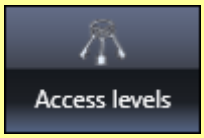
Built-in schedules: there are 2 time schedules that are built automatically. **Always** works all the time with all controllers. **Never** is for specifying some built-in values and it works the same for a user as if he did not have any schedule assigned to him.

Time schedule is a user-configured combination of time intervals for a duration of one week. It may be used to define at which times users will be able to access certain doors, and what mode of identification they will have to use.

Blue circles represent weekdays. Usually from Monday to Friday, as defined in regional settings of the PC.

Red circles represent weekends. Usually Saturday and Sunday, as defined in the regional settings of the PC.

* Note: There may be several time intervals in each day. HID controllers support up to 6 time intervals per day.



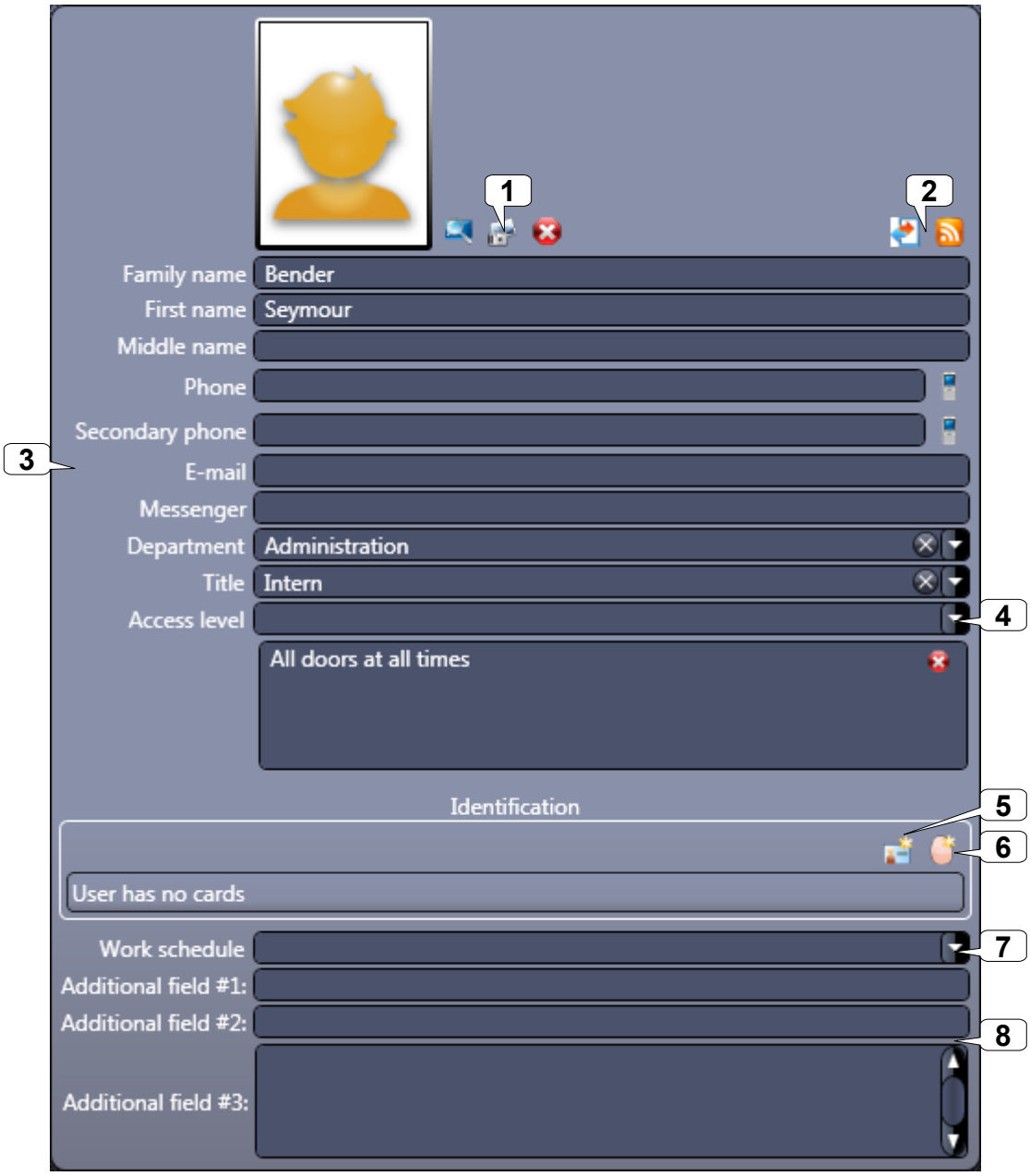
Access levels tab

An access level is like a set of keys. It is a selection of doors that may be assigned to a user, which in turn defines his/her access permissions.

After including a door into an access level, you may leave the default time schedule "Always", which means that the user having this access level will be able to open the door at all times. Or you may change to another time schedule if you want the user to be able to open the door only at certain times.

1	**Access level name:** indicates the name of this schedule.
2	**„Add door" button:** this will open a dialog to add more doors to this AL (only not added doors will be shown).
3	**Assign schedules:** this will assign a selected schedule to all the doors in this access level (for entry and exit readers).
4	**Door entry reader schedule:** This shows the schedule of the entry reader for this door (you can set an individual schedule for each door's entry reader using this).
5	**Door exit reader schedule:** This shows the schedule of the exit reader for this door (you can set an individual schedule for each door's exit reader using this).
6	**Remove door from AL:** you can remove the door from this access level by pressing this button.

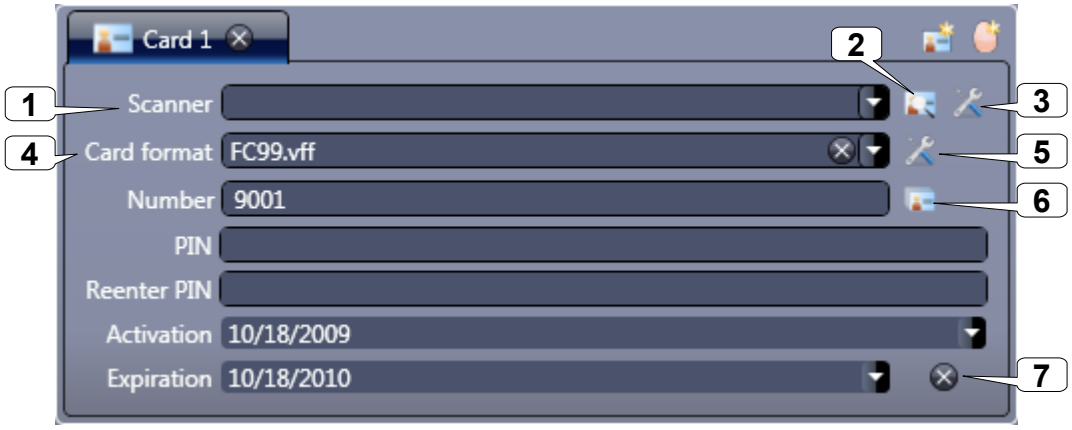
Users tab: details panel



1	**User image controls:** you can browse for or scan an image with a camera; also you can remove the photo of this user.
2	**Reset APB status:** you can reset the APB status of this user, using this button. **Automatic notification configuration:** you can configure the automatic notification rules when you press this button.
3	**Personal identification fields:** you can enter personal information into these fields. **Family name** and **First name** are mandatory data.
4	**Access level:** you can assign access levels to the user using this control. Also you can remove assigned access levels by pressing on the "x" button beside the access level in the list below.

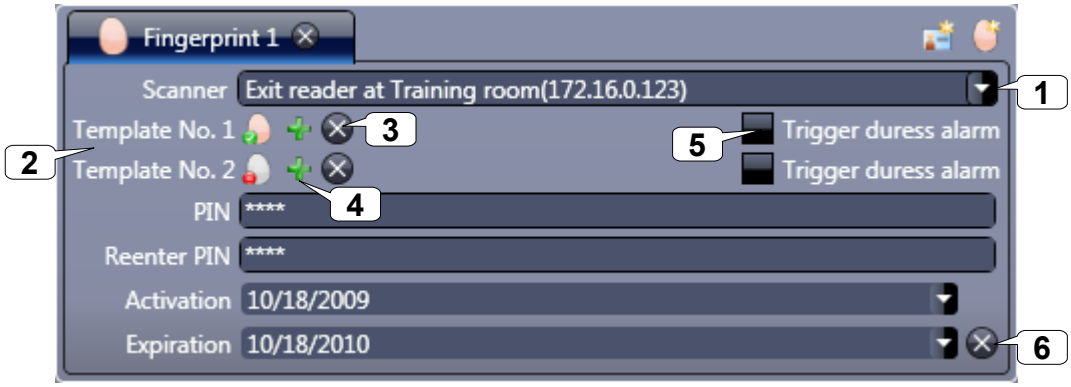
5	**Add new card:** You can add a new card to the user by pressing this button. The new card dialog will be explained below.
6	**Add new fingerprint:** you can add a new fingerprint to the user by pressing this button. The new fingerprint dialog will be explained below.
7	**Work schedule:** Assign a work schedule to a user so that you could generate Time & Attendance reports for this user.
8	**Additional fields:** use these fields to enter additional data, which do not fit to any other fields.

New Card dialog:



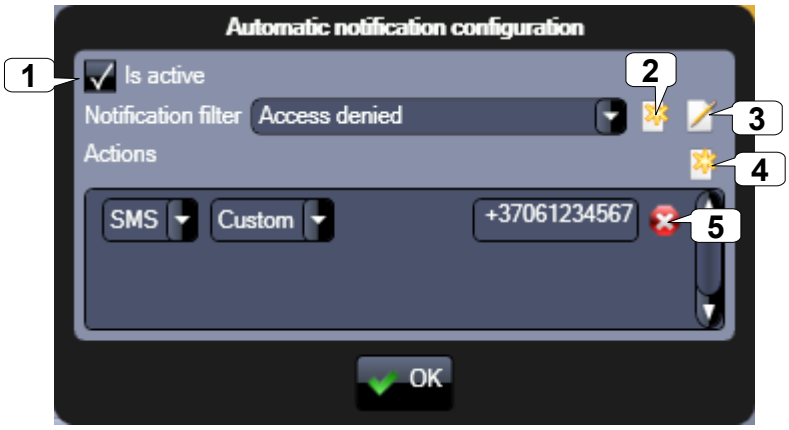
1	**Scanner:** indicates a card scanner to use for scanning card numbers.
2	**Scan card number:** press this button to scan the card number with the selected card scanner.
3	**Card scanner settings:** press this button to open the card scanner settings window.
4	**Card format:** indicates the card format to use for this card.
5	**Add new card:** You can add a new card to the user by pressing this button. The new card dialog will be explained below.
6	**Unused cards:** press this button to open the "unused cards" window. There you can select an unused card and assign it to the user.
7	**Clear expiration date:** press this button to clear the expiration date for the user. After this the card will not expire, unless you will set another expiration date.

New fingerprint dialog:



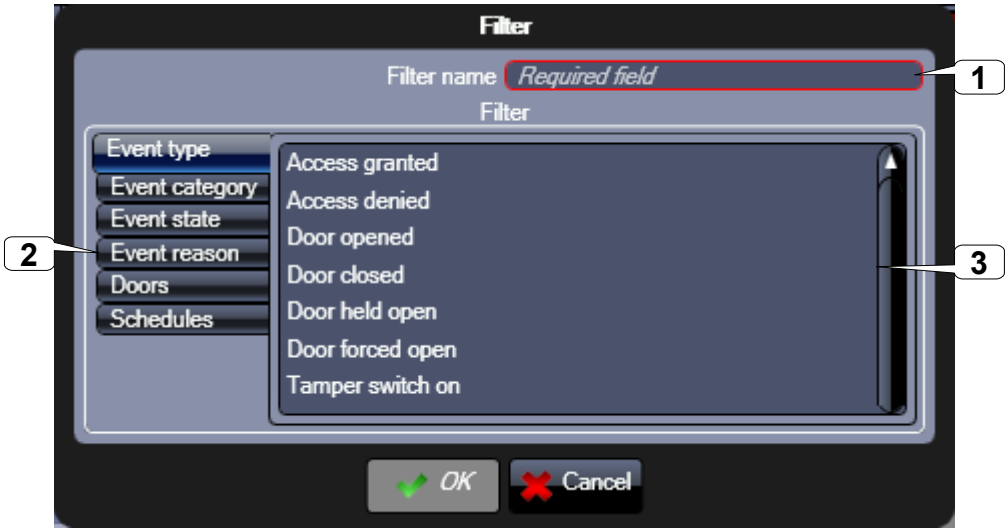
1	**Scanner:** indicates a fingerprint scanner to use for scanning fingerprint templates.
2	**Templates:** there are 2 templates available. Templates containing fingerprints are with a green icon (Template No. 1) and with a red icon if it does not contain fingerprints (Template No. 2).
3	**Delete template:** Use this button to delete fingerprint template.
4	**Add template:** Use this button to add new fingerprint templates.
5	**Trigger duress alarm:** This enables user to hit the duress alarm by using the selected fingerprint template.
6	**Clear expiration date:** press this button to clear the expiration date of the fingerprint template. After this the fingerprint template will not expire, unless you will set another expiration date.

Automatic notification configuration



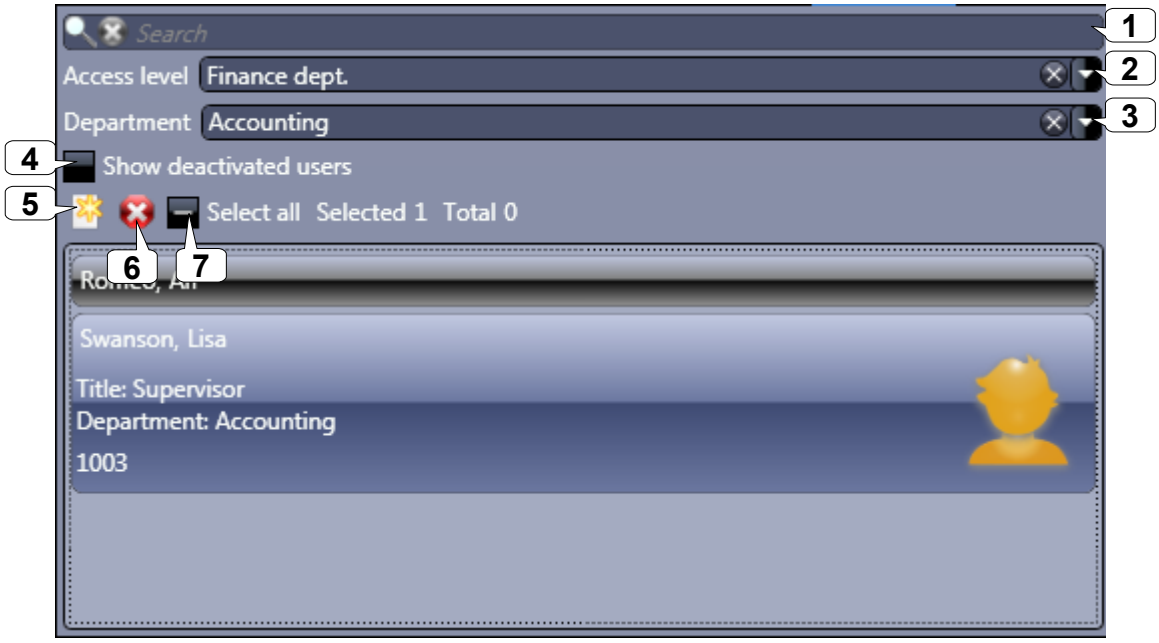
1	**Is active:** this control activates the automatic notifications for the user.
2	**New filter:** use this button to create a new notification filter.
3	**Edit filter:** use this button to edit the selected notification filter.
4	**New action:** use this button to create a new action for the selected notification filter.
5	**Delete action:** use this button to delete the action from the notification filter.

Notification filter



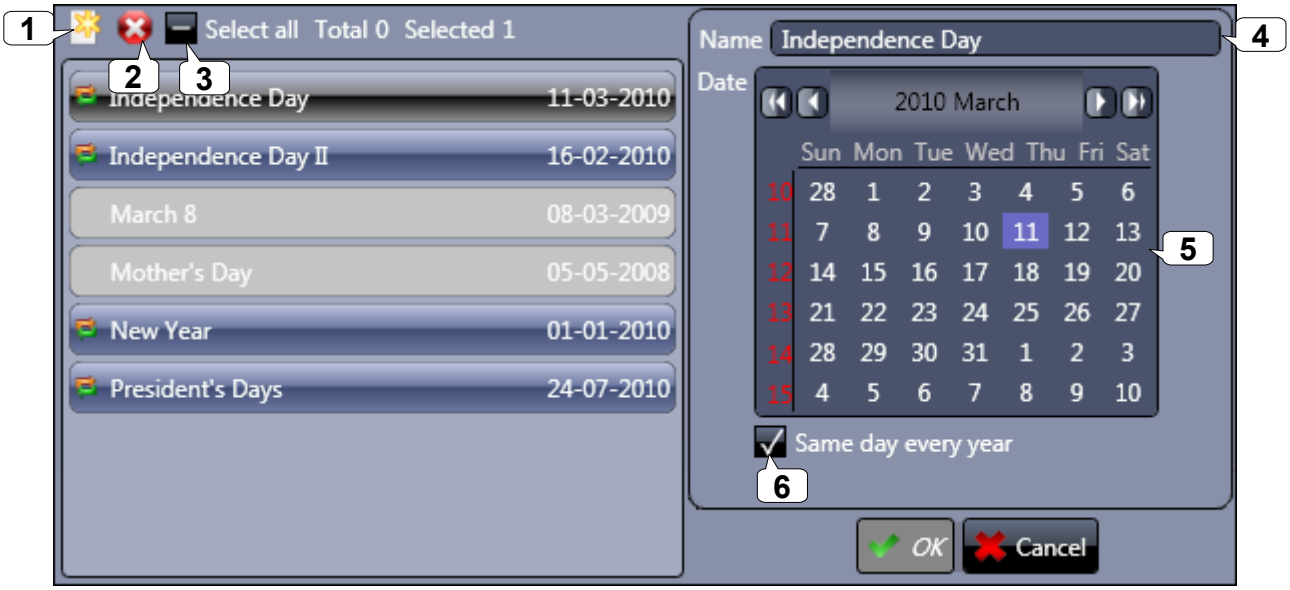
1	**Filter name:** enter a name for the filter in here. This is mandatory.
2	**Event groups:** use these to see events by their types.
3	**Events:** here you can select events for the filter. You can select several events by holding CTRL or SHIFT keys.

Users tab: list panel



1	**Search:** you can filter the list by entering a keyword or just a part of it.
2	**Access level:** you may filter the list of users by selecting an access level from the drop-down-list. Only users who have the selected access level will be shown in the list.
3	**Department:** you may also filter the list of users by selecting a department from this drop-down-list.
4	**Show deactivated users:** if this check-box is checked, you will be able to see all the users (active and inactive) which exist in your database. Inactive users are shown in gray.
5	**New user:** press this button to open the user details for new user enrollment.
6	**Deactivate user:** press this button to deactivate the selected user.
7	**Select:** toggle this check-box to select all, select none or restore previous selection of the users.

Holidays tab



1	**New holiday:** press this button to create a new holiday.
2	**Delete holiday:** press this button to delete selected holidays.
3	**Select:** toggle this check-box to select all, select none or restore previous selection of holidays.
4	**Name:** the name of the holiday.
5	**Date:** select the date of the holiday.
6	**Same day every year:** mark this check-box if the holiday will repeat on the same date every year.

If there are holiday dates configured in your system, they will override normal time schedule operation. This means that time schedules will not become active on holiday dates, cards will not unlock doors and reader modes will not change.

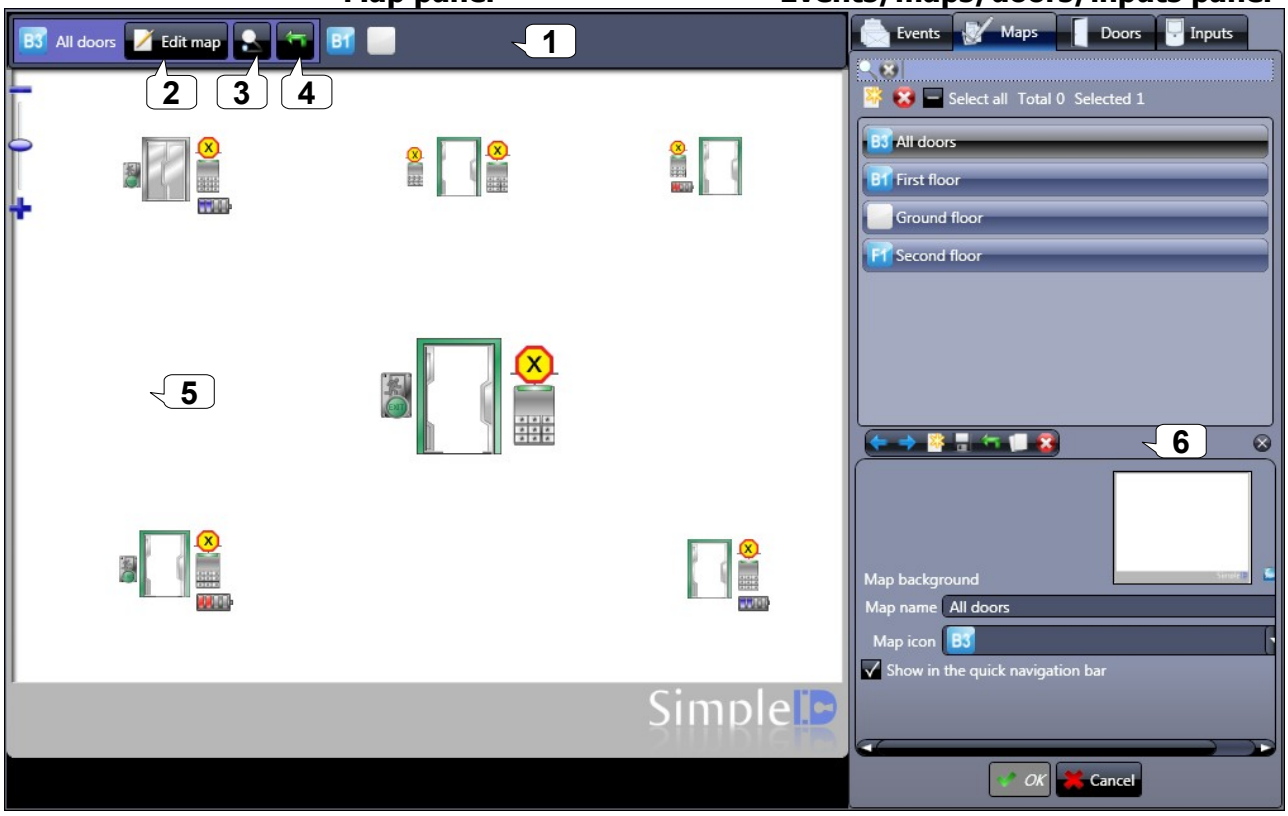
For example, during the holidays, your main entry door will not unlock in the morning and stay locked throughout the day as usual. Your employees will not be able to get into their offices.

However, in the time schedule configuration you may specify if you do not want the specific time schedule to be overridden by holidays. This is usually done for security, management and other personnel who are allowed to come to work even during holidays.

Monitoring tab

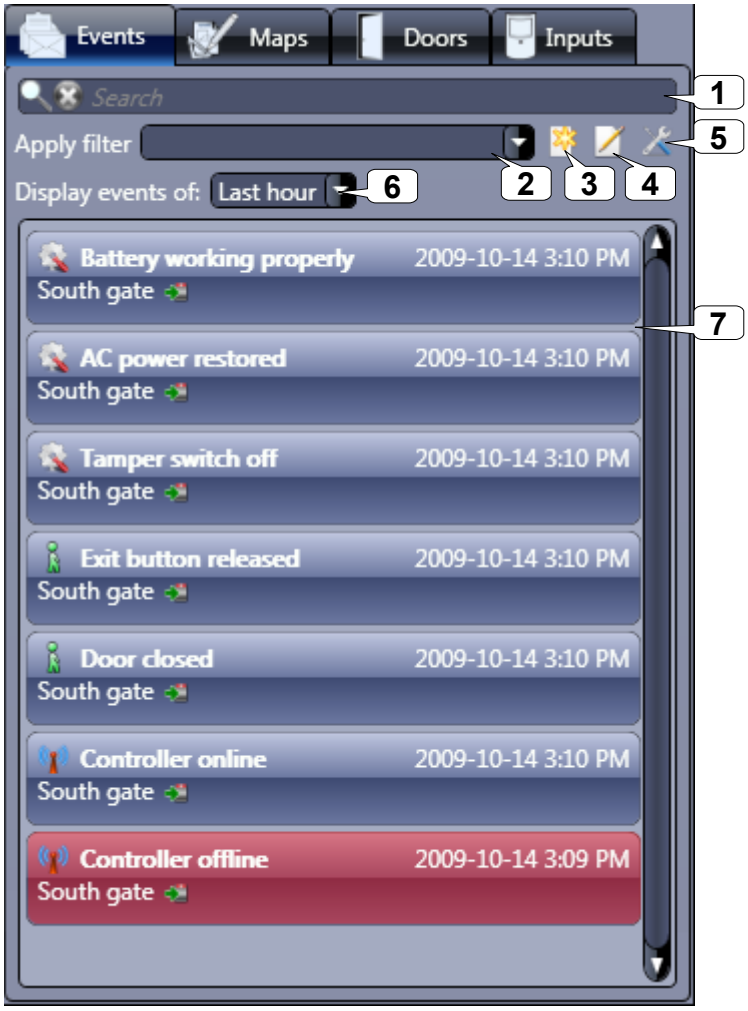
Monitoring tab consists of 2 sections: map panel on the left side and events/maps/doors list panel on the right side.

Map panel **Events/maps/doors/inputs panel**



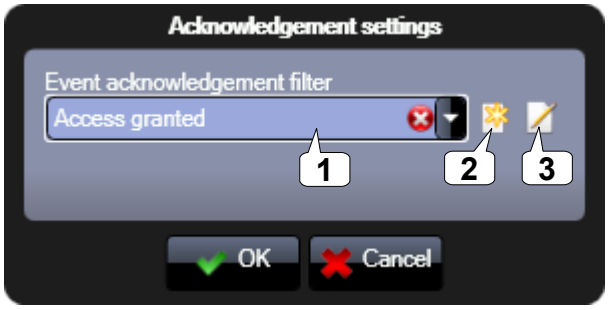
1	**Quick navigation bar:** in here you can switch through maps quickly, turn edit mode for a map on/off, revert changes and also zoom in/out the map.
2	**Edit map/save changes:** press this button to turn on edit mode or to save a map while in edit mode.
3	**Zoom to fit:** press this button to zoom the map so its height/width fits the window.
4	**Revert changes:** press this button to discard the changes made to this map.
5	**Maps canvas:** maps, events and doors are drawn in here; also you edit maps in this area.
6	**Monitoring list panels:** Here you can switch between events, maps, doors and inputs list panels.

Events list panel:



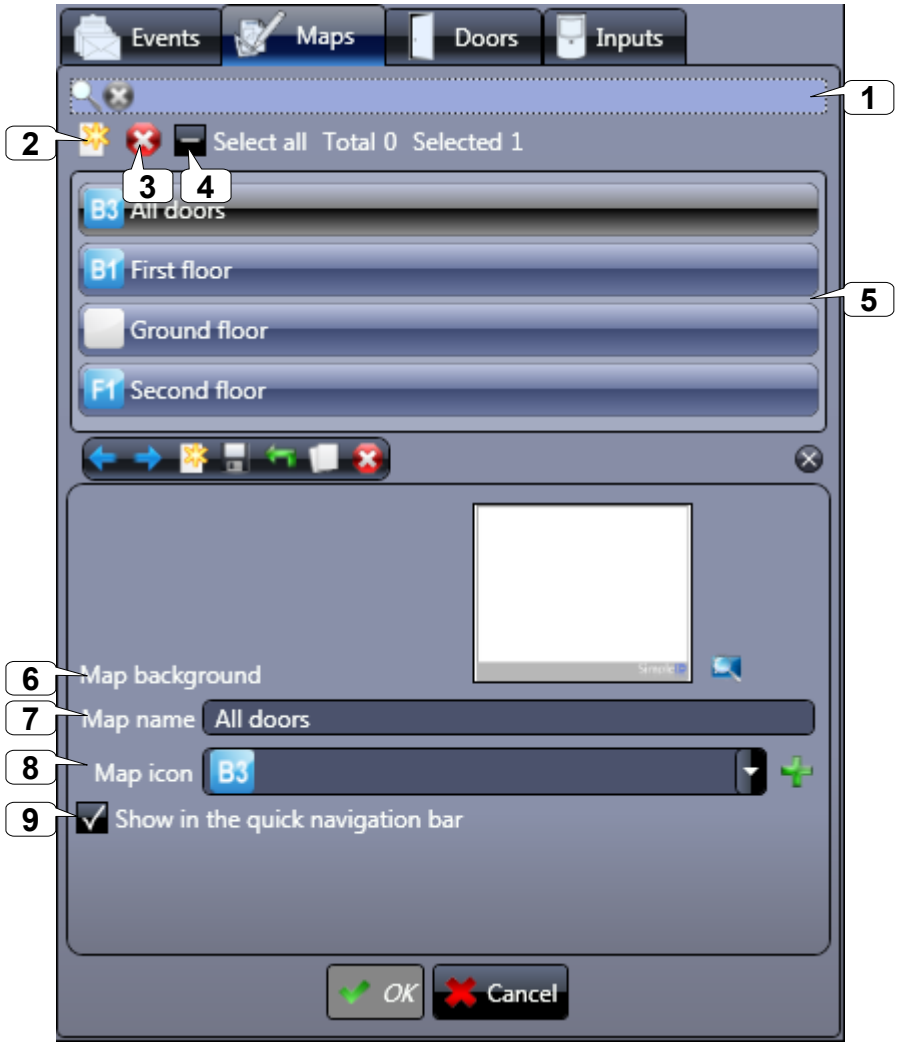
1	**Search filter:** enter text in here to filter the list by these keywords.
2	**Apply filter:** select a predefined filter to be applied to this list, so only those events which qualify would be shown.
3	**New filter:** press this button to create a new event filter (see page 17 for filter editing window).
4	**Edit filter:** press this button to edit the selected filter.
5	**Acknowledgement settings:** you can setup filters for automatic event acknowledgement.
6	**Display events of:** select a filter to limit the number of events displayed in the list.
7	**Events list:** the events are shown in here.

Acknowledgment settings



1	**Event acknowledgment filter:** events which qualify for this filter will be automatically acknowledged.
2	**New filter:** press this button to create a new event filter (see page 17 for filter editing window).
3	**Edit filter:** press this button to edit the selected filter.

Maps list panel

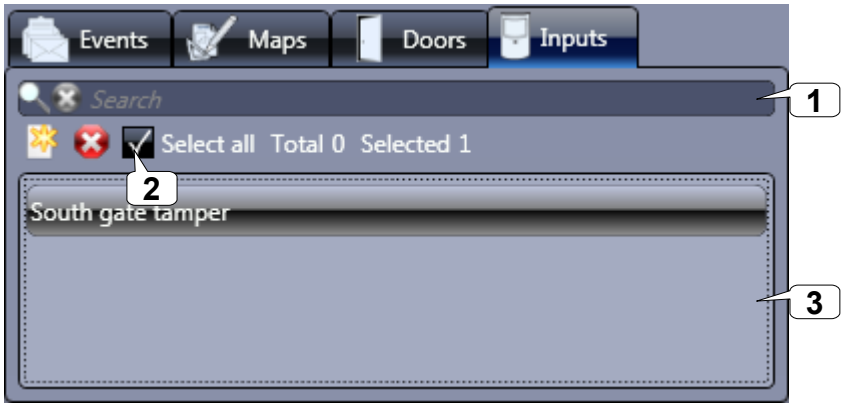


1	**Search filter:** filter the list by entered keywords.
2	**New map:** press this button create a new map.
3	**Delete map:** press this button to delete the selected map.
4	**Select:** toggle this check-box to select all, select none or restore previous selection of list items.
5	**Maps list:** all of the configured maps are shown in this list.
6	**Map background:** this is the image you will be seeing. The doors and events will be drawn on this image in the "**Maps canvas**". To add a new image click the button beside the image.
7	**Map name:** the events are shown in here.
8	**Map icon:** the icon is shown in the quick navigation bar and also in the maps list. Press the "+" sign to add a new icon from file.
9	**Show in the quick navigation bar:** when this is checked the map will be shown in the quick navigation bar for fast access of this map.

Doors list panel

1	**Search filter:** filter the list by entered keywords.
2	**Select:** toggle this check-box to select all, select none or restore previous selection of list items.
3	**Doors list:** all of the configured doors are shown in this list. You can drag a door from this list onto a map in the "**Maps canvas**" when the map is in editing mode.

Inputs list panel



1	**Search filter:** filter the list by entered keywords.
2	**Select:** toggle this check-box to select all, select none or restore previous selection of list items.
3	**Inputs list:** all of the configured inputs are shown in this list. You can drag an input from this list onto a map in the "**Maps canvas**" when the map is in editing mode.

Reports tab

There are 5 different types of reports that may be generated by the software: Events, Users, Devices, Access Groups and Time & attendance.

1	**Report options:** here you can setup the look of the report (enter header, subtitle, specify if pages should be numbered, if the date and time should be printed and also you can select a limit for the number of events.
2	**Time interval:** here you must select the start and end date of the time interval which will be used to generate the report.
3	**Available fields:** here you can see all the fields which are not included in the report. You can include them by selecting them and pressing the "include" button (with a single arrow to the right).
4	**Report fields:** here you can see all the fields which will be visible in the generated report. You can exclude them by selecting them and pressing the "exclude" button (with a single arrow to the left).
5	**Report item groups:** here you can select items by a group. Some reports will have more groups than others.
6	**Report items:** here you can select individual items which should be included in the report. All other items will be excluded from this report.

Time & attendance calculations: In SimpleID Time & attendance is calculated by the first use and last use of users credentials. Also the work time is calculated by the specified schedule. If the first use of a users credentials is earlier than specified in the schedule it is calculated as an early arrival and if the first use is later then specified in the schedule, then it is calculated as a late arrival. The same calculation method is used for departures. If the last use of users credentials is detected earlier than specified in the work schedule, it is presumed that the user has made an early departure (did not work until the work time end) and otherwise a late departure is presumed (which is the same as overtime).